



Council for Standards in Human Service Education

Assuring best practices in Human Service Education through
evidence-based standards and a peer-review accreditation process

<https://cshse.org>

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July 12, 2019

Oscar Flores Sida MS, LCPC, LCADC, CPGC
Licensed Clinical Mental Health Professional
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551 East Calvada Blvd
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Dear Mr. Sida,

I appreciate your efforts to complete this accreditation process for an October 2019 Board review, the end date of your approved extension. However, there are several steps that were not completed on time and thus prohibiting a Board review in October 2019.

I refer you to the extension letter which noted that you were to submit the application and fees so that I could initiate the notice to proceed and assign you a Board member consultant who could have provided guidance to you during the writing process. The July 2018 Member Handbook also provides the timelines for the Interim Report and Review process on page 16. The application and fees were due by April 15 for an October Board review. So even though you may be ready to submit the self-study by August 1, the application and fees are late for the given timeline. Readers cannot be assigned until the application and fees are processed.

According to the Board policy on accreditation/reaccreditation decisions, I proposed a motion to table the accreditation to the Board on July 11, 2019 based upon the nonpayment of application and fees (July 2018 Member Handbook, Appendix I).

2. *Accreditation/Reaccreditation is tabled by the CSHSE Board. The Board decides to postpone an accreditation decision because the Self-Study is incomplete, and there is not sufficient information to make a decision.*
 - a. *When consideration has been tabled, the program must furnish the requested information no less than 30 days prior to the next Board meeting.*
 - b. *If the information is not furnished, then the accreditation will not be approved.*

The CSHSE Board approved this motion on July 12, 2019.

This tabled decision will place your program on the February Board review timeline. Application and fees must be paid by August 15, 2019, request for readers must be made by November 15, 2019, and the self-study must be mailed to readers by December 1, 2019.

Your program's accreditation will be on a tabled status until February 2019. If you have any questions, please contact me.

Sincerely,

Winona Schappell

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Cc: Dr. Elaine Green, CSHSE President



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